

**OCDP Education Committee**  
**October 23, 2015**  
**Meeting Minutes**

**Present:** A. Bishara, M. Brubaker, A. Ferguson, D. Fidelibus, T. Gardner, G. Hogg, R. Rambaud, A. Sharer, D. Thompson,

The meeting was called to order at 1pm at OSU East – Talbot Hall.

The minutes of the 7/24/15 were reviewed and accepted by the committee with a correction to add D. Fidelibus to the attendance listing for that meeting.

**LMS Update & Discussion**

The committee reviewed and discussed progress with the CE Broker LMS. A. Ferguson shared that the system was announced on the listserv and to all CEU Sponsors/Providers at the beginning of September. She also shared that she and CE Broker hosted two webinar trainings in late September for CEU Providers to become familiar with the system. The committee reviewed the weekly user's report CE Broker compiles for the Board.

The committee discussed compliance timelines for CEU Providers and determined that January 1, 2016 would be the deadline for providers to change their provider number to the new CE Broker number, begin loading courses into the system, begin publishing course dates in the system and begin providing approved subject areas to attendees. A. Sharer expressed that a provider had told her that the system did not have a place for them to attach trainer names/credentials, agendas, etc. A. Ferguson said she would follow up with CE Broker on this issue.

The committee had a lengthy discussion of the subject areas utilized in the CE Broker system. On the front end, the subject areas provide new applicants with a convenient way to search for courses they may be lacking for application. On the back end, the subject areas are not as flexible as the Board has historically been with renewal hours and are causing some frustration among users. The committee discussed the possibility of reverting back to the old approval categories but were hesitant to do so and lose the front end specificity for new applicants. A. Ferguson will discuss this matter with CE Broker to see if there is a programming option the committee is not thinking of that would allow for the best results for all users.

**Webinar Guidelines**

T. Gardner and A. Sharer presented draft webinar guidelines for the committee's review. The committee discussed establishing minimum participation requirements for webinars in the form of a percentage or number of minutes but ultimately said it might be best to

let the providers set what their minimum requirement is. The committee will review these guidelines and discuss further at the next meeting.

### **2016 Meeting Dates**

The committee tentatively set its 2016 dates as 1/22/16, 4/22/16, 7/22/16, and 10/28/16.

A. Ferguson will verify these dates do not conflict with other meeting dates and will work on reserving the State Library for future meetings.

The committee tabled the remaining agenda items for its next meeting.

Meeting adjourned at 3:00 pm.